

Coming Soon .....

The Structural Pest Control Board (SPCB) is in the process of replacing the current **Wood Destroying Organisms (WDO) System** with a new web-enabled WDO System. The new system will allow pest control companies and their branch offices the ability to use the Internet to submit the address of each property inspected and/or upon which work was completed as legislatively mandated by Business and Professions Code Section 8516 (Senate Bill 1307, Chapter 983).

In addition to expanding the activity submission process to the Internet, the new WDO System will provide many additional timesaving functions to the pest control companies, the SPCB staff and the general public. When planning the development of the new WDO System, the Board was cognizant of the current activity reporting processes, and invited pest control companies and 3<sup>rd</sup> party software vendors to attend a preliminary information session related to the proposed functionality of the new WDO System. The meeting was well received and feedback was considered during the requirements gathering phase.

The following table identifies the **Current** vs. **Existing, New or Enhanced** functionality that will be available in the new WDO System (scheduled for release in mid-April 2004). You will find that many of the current activity reporting processes appear to be unchanged and represent minimal (if any) changes to your current activity reporting processes, however the process on the backend is greatly enhanced and will result in more timely processing of all activity records.

WDO System		
WDO Activity Reporting Process	Current WDO Processes	Existing/New/Enhanced WDO Processes
Cashiering	<ul style="list-style-type: none"><li>• Checks must be sent with each activity report.</li><li>• If the check amount does not match the activity record count of a submitted batch, the entire batch is rejected and all activity records could potentially be subject to enforcement actions if not re-submitted in a timely manner.</li></ul>	<ul style="list-style-type: none"><li>• Checks can still be sent with each activity report when diskettes or flats are submitted.</li><li>• Prepayment accounts will be available to all Principal Registrations (PRs).</li><li>• Funds must exist in a prepayment account prior to using the Internet to submit WDO activity records.</li><li>• Account will be maintained at the PR level. (Fees for WDO activity records submitted by Branch</li></ul>

WDO System		
WDO Activity Reporting Process	Current WDO Processes	Existing/New/Enhanced WDO Processes
		<p>offices will be deducted from the related PR account.)</p> <ul style="list-style-type: none"> <li>• Fee payments will be calculated and deducted from a PR's account per activity not per batch.</li> <li>• A PR's account balance will be allowed to go negative (for a SPCB defined overage amount parameter). Once a PR's balance is negative, all submittals will be rejected until funds have been replenished in the PR's account.</li> <li>• Account transaction history is accessible on-line for each logged in PR.</li> <li>• There is no grace period for payment of fees.</li> </ul>
Activity Submittal	<ul style="list-style-type: none"> <li>• PRs are mandated to report on the following 7 fields of data:               <ol style="list-style-type: none"> <li>1. Date</li> <li>2. Building Number</li> <li>3. Street Name</li> <li>4. City</li> <li>5. Zip Code</li> <li>6. Activity Code</li> <li>7. Inspector's License Number</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• PRs are mandated to report on the following 7 fields of data:               <ol style="list-style-type: none"> <li>1. Date</li> <li>2. Building Number</li> <li>3. Street Name</li> <li>4. City</li> <li>5. Zip Code</li> <li>6. Activity Code</li> <li>7. Inspector's License Number</li> </ol> </li> </ul>

## WDO System

WDO Activity Reporting Process	Current WDO Processes	Existing/New/Enhanced WDO Processes
	<ul style="list-style-type: none"> <li>• Filing of the address of each property inspected and/or upon which work was completed can be sent via:               <ul style="list-style-type: none"> <li>○ Diskette</li> <li>○ WDO Inspection &amp; Completion Activity Report Form (also known as flats or hardcopy)</li> </ul> </li> <li>• WDO Inspection &amp; Completion Activity Report Form must be requested from the Board and cannot be duplicated.</li> <li>• The PR for all Branch offices sends in activity reports.</li> <li>• The Branch # is not captured during the processing of activity records.</li> </ul>	<ul style="list-style-type: none"> <li>• Filing of the address of each property inspected and/or upon which work was completed can be sent via:               <ul style="list-style-type: none"> <li>○ Diskette (no change to the file layout at this time).</li> <li>○ WDO Inspection &amp; Completion Activity Report Form (also known as flats or hardcopy)</li> <li>○ On-line File Upload (requires Userid/Password supplied by the Board)</li> <li>○ On-line Web Form (requires Userid/Password supplied by the Board)</li> </ul> </li> <li>• WDO Inspection &amp; Completion Activity Report Form can be requested from the Board or can be downloaded from the Internet and can be duplicated.</li> <li>• PR can authorize a Branch Office the ability to submit activity records. All Branch activity reporting will be related to their PR's account. (eg. The PR is responsible for all Branch activity reporting. Fees for activities submitted by Branch offices are</li> </ul>

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		<p>deducted from the PR's account.)</p> <ul style="list-style-type: none"> <li>Multiple addresses are not allowed per an activity record. The PR is required to provide one address for the activity performed.</li> </ul>
Enforcement	<ul style="list-style-type: none"> <li>Untimely filing of activity data subjects a registered PR to issuance of a citation and fine of not more than two thousand five hundred dollars (\$2,500).</li> <li>Enforcement actions against late activity reporting are not consistently conducted.</li> </ul>	<ul style="list-style-type: none"> <li>Untimely filing of activity data subjects a registered PR to issuance of a citation and fine of not more than two thousand five hundred dollars (\$2,500).</li> <li>All activities not submitted within the 10-day compliance timeframe will be subject to enforcement actions.</li> <li>Submitted activities in a batch will be sorted and processed by date.</li> <li>Two-Year rolling determination will be enforced</li> <li>Although the Branch Offices are allowed to submit activities, the PR is as always, ultimately responsible for activities that are subject to enforcement actions.</li> </ul>
Address Searches	<ul style="list-style-type: none"> <li>A written request must be sent or faxed to the Board to perform an address search against the WDO</li> </ul>	<ul style="list-style-type: none"> <li>Address searches against the WDO database will be extended to the Internet and accessible by</li> </ul>

WDO System		
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	database.	<p>the general public. However, details related to the pest control company and the operator that performed the inspection will not be disclosed until a written request is submitted to the Board.</p> <ul style="list-style-type: none"> <li>PRs that log into the WDO System will be allowed to perform searches against all fields (date range, address, zip, licensee, etc.) related to the activity records submitted under their PR #.</li> </ul>

For more information or future follow up, please contact Susan Saylor, Assistant Registrar at the Structural Pest Control Board at (916) 561-8700.